

## 5 Recommended Actions

The practices described in Section 3 cannot be implemented without careful planning and oversight. To achieve these stated goals, JIG-L is recommending a phased approach. The following table is organized first by theme, grouping like recommendations together, then by timeframe, showing steps toward a longer-term goal. "Quick Hits" are defined as recommendations which require no union bargaining and no additional staff or other resources to implement. Otherwise, the year of suggested implementation is given. If the recommendation is tied to CO BPR implementation, that is so stated.

	Recommended action	Unit responsible	Timeframe	Benefit
1.	<b>Ensure that a barcode is affixed to the item for newly acquired materials</b>			
a.	As a first phase, apply existing barcode and link incoming non-book formats during cataloging or whenever a Voyager item record is created.	Special Materials Cataloging Division (SMCD)	Quick Hit	<ul style="list-style-type: none"> <li>Allows non-book formats to be identified and tracked and records retrieved more readily</li> </ul>
b.	Experiment with use of the new item barcode/accession label for CDs and DVDs.	CO	FY03, Q2-3	<ul style="list-style-type: none"> <li>Allows testing prior to expansion to other formats</li> </ul>
c.	Implement use of the new item barcode/accession label and edge stamp <i>for appropriate Acquisitions Directorate receipts.</i>	LS ACQ	FY03, Q3-4	<ul style="list-style-type: none"> <li>Reduces the number of marks/labels</li> <li>Improves ability of police officers to identify Library property</li> <li>Allows testing prior to expansion to CO</li> </ul>
d.	Implement use of the new item barcode/accession label and edge stamp <i>for all Copyright Office receipts.</i>	CO	CO BPR	<ul style="list-style-type: none"> <li>Creates uniform practice across the two largest units receiving Library materials</li> </ul>
e.	Implement use of the new item barcode/accession label and edge stamp <i>for direct ship receipts in custodial divisions.</i>	LS	FY04-05	<ul style="list-style-type: none"> <li>Creates uniform practice across all Library units</li> </ul>

	Recommended action	Unit responsible	Timeframe	Benefit
2.	<b>Expand the use of lasermarking to identify Library property</b>			
a.	Begin affixing laser-printed current item barcode to the containers of CDs, CD-Rs, and CD-ROMs in Copyright. CO will lasermark the eye-readable PIN number onto the hub of the CD for CO materials	CO; SMCD to link barcode	Quick Hit	<ul style="list-style-type: none"> <li>Allows CDs to be identified as Library property</li> <li>Improves ability to retrieve online record</li> <li>Improves ability to track items</li> </ul>
b.	Request funds for Acquisitions lasermarkers as part of FY04 Collection Security MDEP.	Inventory Management Team (IMT)	FY03, Q2	<ul style="list-style-type: none"> <li>Creates uniform practice across the two largest units receiving Library materials</li> </ul>
c.	Establish schedule for custodial divisions and LS Cataloging to use ACQ lasermarking machines for direct ships and arrearage collections.	LS ACQ	FY04, Q4	<ul style="list-style-type: none"> <li>Creates uniform practice across all Library units</li> </ul>
3.	<b>Reduce the number of manual practices</b>			
a.	Eliminate ticking for hard-cover, English language monographs.	CAT	Quick Hit	<ul style="list-style-type: none"> <li>Reduces labor</li> </ul>
b.	Investigate & test options for producing a serial shelving label from Voyager.	APLO, SRD, ILS, ACQ, CAD, SER, and Law	FY03	<ul style="list-style-type: none"> <li>Eliminates handwritten marks (e.g. routing, title) applied to each serial issue received</li> </ul>
c.	Determine best option for development of software to support a "family" of label products.	ILS, APLO	FY03, Q1-2	<ul style="list-style-type: none"> <li>Most cost-effective use of resources</li> </ul>
d.	Write specifications and allocate resources for software development.	ILS, APLO	FY03, Q2-3	<ul style="list-style-type: none"> <li>Ensures that deliverables can be evaluated</li> </ul>
e.	Test & implement new labeling software.	ILS, APLO	FY04	<ul style="list-style-type: none"> <li>Realize efficiencies</li> </ul>
f.	Experiment with one Reading Room to add the capability for local label production.	Reading Room TBD ILS	FY04-05	<ul style="list-style-type: none"> <li>Provides data needed for # 7a</li> </ul>

	Recommended action	Unit responsible	Timeframe	Benefit
4.	<b>Move call number labelling further “upstream” to Cataloging Directorate</b>			
a.	Conduct pilot to determine best work flow method for producing call number label for hard-cover volumes in CAT.	CAT	FY02	<ul style="list-style-type: none"> <li>• Reduce turnaround time</li> </ul>
b.	Conduct pilot to produce call number labels for front cover of paperback volumes.	CAT	FY03	<ul style="list-style-type: none"> <li>• Eliminates handwritten call numbers on verso title page and any transcription error which might have occurred</li> </ul>
c.	Purchase hardware (quantity & type determined by pilots a & b) with FY04 Collections Security MDEP funds.	CAT	FY04	<ul style="list-style-type: none"> <li>• Reduces overall cost of call number label production by mainstreaming the process</li> </ul>
5.	<b>Expand use of anti-theft detection devices</b>			
a.	Insert security strips during initial processing in the Acquisitions Directorate.	LS ACQ	FY03	<ul style="list-style-type: none"> <li>• Improves security</li> </ul>
b.	Procure and implement use of videocassette security devices.	CO, MBRS, Pres	FY03	<ul style="list-style-type: none"> <li>• Improves security</li> </ul>

	Recommended action	Unit responsible	Timeframe	Benefit
6.	<b>Work with the Preservation Directorate to assure labelling and housing standards continue to be met</b>			
a.	Develop appropriate administrative procedures for the procurement, testing, and dissemination of appropriate label stock, security devices, and containers (e.g., microfiche jackets, DVD cases).	Preservation Directorate	FY03	<ul style="list-style-type: none"> <li>• Results in cost savings if purchases can be centralized</li> <li>• Establishes standard compliance</li> </ul>
b.	Expand units included in the annual "call" for Preservation services to include ACQ and CO mail rooms, enabling appropriate housing to be supplied near the point of entry.	Preservation Directorate	Quick Hit	<ul style="list-style-type: none"> <li>• Provides support for vulnerable materials earlier in the work stream</li> </ul>
c.	Develop specifications for: <ul style="list-style-type: none"> <li>• label stock, including:               <ul style="list-style-type: none"> <li>◦ a "universal" label for use on all substrates;</li> <li>◦ color labels</li> </ul> </li> <li>• containers</li> <li>• security devices</li> </ul>	Preservation Directorate	FY03	<ul style="list-style-type: none"> <li>• Improves efficiency</li> </ul>

	Recommended action	Unit responsible	Timeframe	Benefit
7.	<b>Create mechanism for implementation of JIG-L recommended actions once approved and for long-term oversight of barcoding and other inventory-related activities.</b>			
a.	Form a Labelling Implementation Team to: <ul style="list-style-type: none"> <li>• Revise LCR 414-1</li> <li>• Oversee implementation of Quick Hits</li> <li>• Determine whether specific labels in specific units should be preprinted or printed on demand and identify equipment needed</li> <li>• Form a group to determine the level of need for hardware, software, training, local customization, and preservation supplies for the new range of labelling products</li> <li>• Expand labelling capabilities for material received directly in custodial divisions</li> </ul>	CO BPR Project Director and LS Coordinating Committee Chair	Quick Hit  Quick Hit FY03  FY03  FY03-04  FY04-05	<ul style="list-style-type: none"> <li>• Provides a mechanism for dealing with legacy formats and retrospective collections otherwise overlooked</li> <li>• Creates uniform practice across all Library units</li> <li>• Increased efficiencies due to reduction in manual practices</li> </ul>
b.	Form an Inventory Management Team (IMT) made up of chiefs or senior managers from PSC (both general collections and special collections), Area Studies, Acquisitions, BIP, Cataloging, Law, Copyright, and ILS. This replaces CCCIM and has responsibility to: <ul style="list-style-type: none"> <li>• Coordinate budget requests</li> <li>• Create a strategic plan for item barcode implementation Library-wide for all formats, both incoming and retrospective collections</li> <li>• Explore the feasibility of procuring pre-barcode volumes from ACQ vendors</li> </ul>	LS Directors	Quick Hit  Ongoing FY03  FY03	<ul style="list-style-type: none"> <li>• Provides stronger leadership and support for units interested in initiating barcode projects</li> <li>• Provides means of follow-through on JIG-L recommendations relating specifically to inventory</li> <li>• Provides a mechanism for dealing with legacy formats and retrospective collections otherwise overlooked</li> <li>• Increases efficiency</li> </ul>